



FedVTE Quick Start Guide

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1 WELCOME TO FEDVTE

The Federal Virtual Training Environment (FedVTE) is a flexible, multi-media, e-learning environment that you can access anywhere, anytime. You can enhance your job-related skills through videotaped lectures, demos, and hands-on labs. This Quick Start Guide introduces you to FedVTE and explains how to enroll in and manage your courses and account information.

2 SYSTEM REQUIREMENTS

To use FedVTE effectively, you need the following:

- Web browsers: Internet Explorer 7+ or Firefox 3+
- Adobe Flash version 10+ (for Lecture and Demo access)
- JRE Version 6+ (for lab access)
- Computer system and network settings that allow access to streaming video from internet sources
- Minimum client resolution of 1280x1024 to enable proper Video and Lab Player display
- Internet connection of 384 Kbps or greater (to sustain downloads with no more than 230 ms of latency). FedVTE does not currently support off-line viewing or content downloads.





3 BECOME A REGISTERED USER OF FEDVTE

You need an authorized account to gain access to the FedVTE e-learning environment.

- If you had an account in cert.org VTE, that account has been migrated into FedVTE. Your password must be reset. At the login page, enter your email address and click the Forgot your password link. You will be prompted to set a new password.
- If you do not already have an account, you must receive an invitation via email from a Community Manager inviting you to join a community. Click the link to accept the invitation and enter the required profile information to generate your new account.

The FedVTE help desk (FedVTE-FSIHelp@state.gov) maintains contact information for existing Community Managers.

- Log in to FedVTE using your email address and password. You can log in using the link at the top-right corner of the screen, or by clicking the green *Log In* button at the bottom-right.

Virtual Training Environment

Welcome to your Virtual Training Environment

Announcing a New Platform for Cyber Workforce Development
ANNOUNCING THE NEW & IMPROVED VTE!!

The new FedVTE is easier to use, has new courses and labs, and supports nearly twice as many users. FedVTE is open to military and civilian users from across the U.S. federal government.

Here is what you need to know:

1. Previous CERT VTE users will need to **reset your password** before you can access FedVTE. Click on the login button, and the "Forgot your password" link. Enter your email address which is also now your user account in FedVTE. A confirmation email will be delivered to that address. You must click on that link and complete the password reset process.
2. **Attention new users.** New accounts will be allowed after all current VTE account holders have completely transitioned into FedVTE. This transition is expected by **October 1, 2012**. After existing accounts have transitioned, new accounts will be generated by the Community Manager for each user's U.S. federal organization. The FedVTE help desk (FedVTE-FSIHelp@state.gov) has contact information for all existing Community Managers. After October 1, new users can contact the Community Manager from their organization to request an account. If your organization does not have a Community Manager, DHS will work with the CIO or CISO from your organization to establish one.
3. Course progress from the old CERT VTE system up through August 24th has been migrated to FedVTE.
4. Take the time to review the welcome video and the Quick Start guide located on this page.

If you have additional questions, you can contact the FedVTE help desk at FedVTE-FSIHelp@state.gov.

Access a rich library of cyber security and information assurance training. Put yourself in the classroom to attend lectures, watch demonstrations, and conduct hands-on labs. View and manage your organization's workforce as they progress toward their training objectives.

Ready to get started? Sign in below, or [sign up](#) for an account. (Restrictions may apply)

[Quick Start Guide](#)

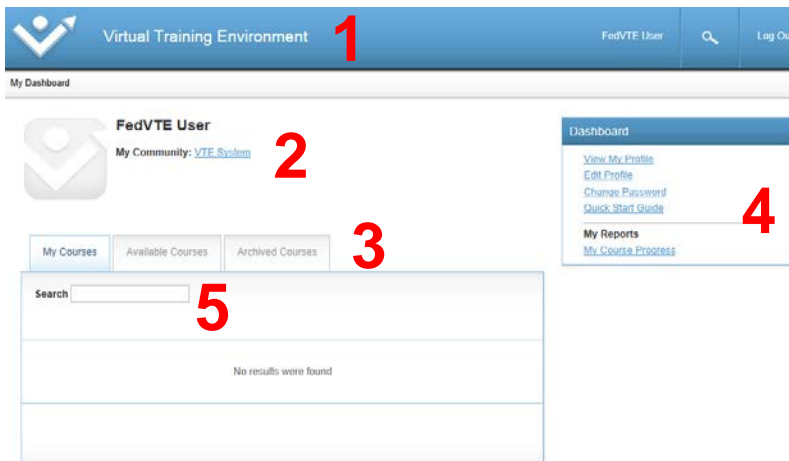
Log In



4 LEARN THE HOME PAGE LAYOUT

When you log in to FedVTE, on your user home page you will see











1. The top panel, where your name is displayed and contains:
 - Virtual Training Environment text. If either is clicked from any page, it will return you to your home page.
 - Search magnifying glass icon used to search for content within FedVTE
 - Log Out link to log out of the system
2. My Community, which displays the organization in which your user account is a member. Clicking the link takes you to the community profile page where you can:
 - View community information such as the number of users in the community and number of enrollments.
 - View the list of Community Managers for this community
 - Access the community forum
3. Course tabs, which contain:
 - My Courses – Courses you are currently enrolled in
 - Available Courses – Courses available to you
 - Archived Courses – Courses you have archived
4. A Dashboard action panel, with links available to:
 - View your profile
 - Edit your profile
 - Change your password
 - Access the Quick Start Guide
 - View a report displaying your progress for all courses you have enrolled in
5. A Search box, which provides an alternative to searching from the top panel.



5 ENROLL IN A COURSE

To enroll in a course that is available to your community

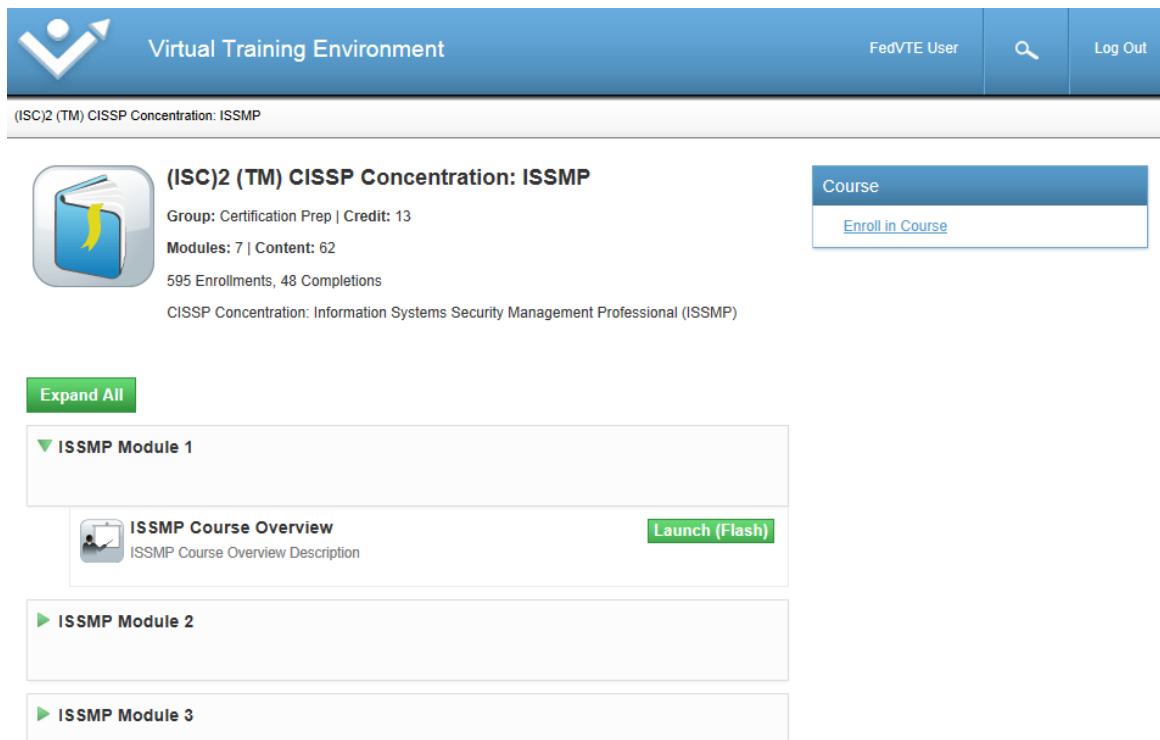
1. Click on the *Available Courses* tab.
2. Find a course by browsing the list or searching by course name or keyword.
3. Click the *Enroll in Course* link next to the name of the course you would like to enroll in.

My Courses	Available Courses	Archived Courses
<div> <div>Search <input type="text"/></div> <div>Result 1-10 of 56 -- [10] [20] [50]</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>></div> <div>>></div> </div> </div>		
	FedVTE Support	Enroll in Course
	(ISC)2 (TM) CAP (R) Prep	Enroll in Course
	(ISC)2 (TM) CISSP (R) Prep	Enroll in Course
	(ISC)2 (TM) CISSP Concentration: ISSEP	Enroll in Course
	(ISC)2 (TM) CISSP Concentration: ISSAP	Enroll in Course
	(ISC)2 (TM) CISSP Concentration: ISSMP	Enroll in Course
	(ISC)2 (TM) Systems Sec. Certified Practitioner	Enroll in Course
	(ISC)2 CISSP (R) 2012	Enroll in Course
	2012 US-CERT TM Technical Writing	Enroll in Course
	Advanced PCAP Analysis and Signature Dev. (APA)	Enroll in Course

4. You will immediately see a message welcoming you to the course, and that course will be listed under the My Courses tab.

6 VIEW COURSE OUTLINE

1. You may prefer to view the course outline before you enroll in a course. To do so, click the *Available Courses* tab and click on the course name to view the course's home page and full outline.
2. At the course home page, click *Expand All* to open all module headings and reveal the topics contained within each, or click the green arrow ► next to individual modules to expand individually.



The screenshot shows the course page for the (ISC)2 (TM) CISSP Concentration: ISSMP. At the top is a blue header with the 'Virtual Training Environment' logo, a search icon, and a 'Log Out' button. Below the header, the course title '(ISC)2 (TM) CISSP Concentration: ISSMP' is displayed. To the right of the title is a 'Course' box with an 'Enroll in Course' button. Below the title, the course details are listed: 'Group: Certification Prep | Credit: 13', 'Modules: 7 | Content: 62', and '595 Enrollments, 48 Completions'. A green 'Expand All' button is located below the details. The course outline is shown with three modules: 'ISSMP Module 1', 'ISSMP Module 2', and 'ISSMP Module 3'. Module 1 is expanded, showing a 'Launch (Flash)' button next to the 'ISSMP Course Overview' link.

3. After you have reviewed the outline, click *Enroll in Course* in the Action Panel if you wish to enroll in the course. If you do not wish to enroll, click on the Virtual Training Environment text in the top panel to return to your user home page.
4. After you enroll in a course, it will be listed under your My Courses tab until you decide to withdraw from or archive the course.



7 START A COURSE

To begin viewing a course you have enrolled in:

1. Select the course name link from your My Courses tab.
2. Click the green triangle ► to reveal the contents of each course module, or click *Expand All* to simultaneously expand all modules.
3. Click the green *Launch (Flash)* box next to the first piece of content in the course.
4. Click the *Launch (Flash)* box(es) in subsequent modules to progress through the course.
5. Your progress for each module and individual content item will be displayed in the progress status bar next to each item; each will indicate *Complete* when finished.
6. To view your progress in the entire course, check the Total Progress status bar in the My Course action panel on the course home screen. This status bar indicates the percentage of the entire course you have completed.

The screenshot shows the course interface. At the top is a blue header with a checkmark icon, the text "Virtual Training Environment", a search icon, and a "Log Out" button. Below the header, the course title "(ISC)2 (TM) CISSP Concentration: ISSMP" is displayed, along with details: "Group: Certification Prep | Credit: 13", "Modules: 7 | Content: 62", and "596 Enrollments, 48 Completions". A "My Course" sidebar on the right shows "Total Progress" at 2.2% and "My Actions" with links for "Withdraw from Course" and "Archive this Course". The main content area has an "Expand All" button and lists modules. "ISSMP Module 1" is expanded, showing "ISSMP Course Overview" (38.5% progress) with a "Launch (Flash)" button. "ISSMP Module 2" is collapsed, showing "Security Management Practices" (4.2% progress) with a "Launch (Flash)" button. A "Complete" status with a checkmark is visible next to the "Security Management Practices" item.

Virtual Training Environment FedVTE User Log Out

(ISC)2 (TM) CISSP Concentration: ISSMP

(ISC)2 (TM) CISSP Concentration: ISSMP
Group: Certification Prep | Credit: 13
Modules: 7 | Content: 62
596 Enrollments, 48 Completions
CISSP Concentration: Information Systems Security Management Professional (ISSMP)

My Course

Total Progress
2.2%

My Actions
[Withdraw from Course](#)
[Archive this Course](#)

Expand All

▼ ISSMP Module 1 38.5%

ISSMP Course Overview 38.5%
ISSMP Course Overview Description
Launch (Flash)

▼ ISSMP Module 2 4.2%

Security Management Practices Complete ✓
Security Management Practices Description
Launch (Flash)

7. You may stop the course at any time and resume later. When you decide to resume the course, simply select it from the courses listed under your My Courses tab. You will be able to resume where you left off.



8 ACCESSING LABS

Many courses in FedVTE include hands-on lab exercises. These labs are used to reinforce concepts discussed in the lectures and give students practical, hands-on experience.

As noted in the system requirements section, please confirm your client resolution is set at 1280x1024 or higher.

To access a lab exercise:

1. Click the *Launch* button next to a lab within a course outline **OR**

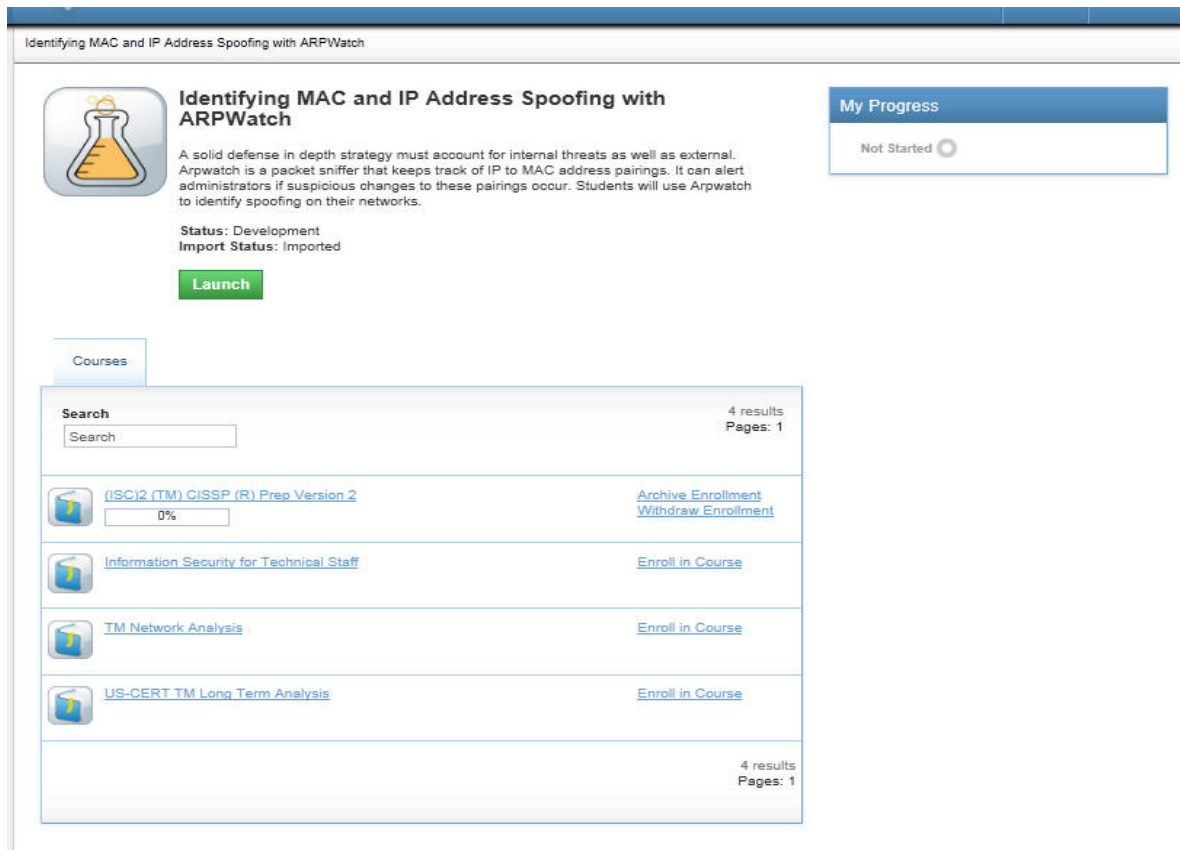


Identifying MAC and IP Address Spoofing with ARPWatch Not Started ☐

A solid defense in depth strategy must account for internal threats as well as external. Arpwatch is a packet sniffer that keeps track of IP to MAC address pairings. It can alert administrators if suspicious changes to these pairings occur. Students will use Arpwatch to identify spoofing on their networks.

[Launch](#)

2. Search for a desired lab by name. When the search returns the lab, click on the lab name link. This will bring you to the lab details page where you can select *Launch* and also view a listing of courses that contain this lab.



Identifying MAC and IP Address Spoofing with ARPWatch

A solid defense in depth strategy must account for internal threats as well as external. Arpwatch is a packet sniffer that keeps track of IP to MAC address pairings. It can alert administrators if suspicious changes to these pairings occur. Students will use Arpwatch to identify spoofing on their networks.





Status: Development
Import Status: Imported

[Launch](#)

My Progress
Not Started ☐

Courses

Search 4 results
Search Pages: 1

 (ISC)2 (TM) CISSP (R) Prep Version 2 0%	Archive Enrollment Withdraw Enrollment
 Information Security for Technical Staff	Enroll in Course
 TM Network Analysis	Enroll in Course
 US-CERT TM Long Term Analysis	Enroll in Course

4 results
Pages: 1

- Clicking the *Launch* button to start a lab will open the Lab Player window. You will have the options to begin the lab and view the lab document that contains the directions and details for the lab.

Identifying MAC and IP Address Spoofing attacks with ARPWatch

Identifying MAC and IP Address Spoofing attacks with ARPWatch

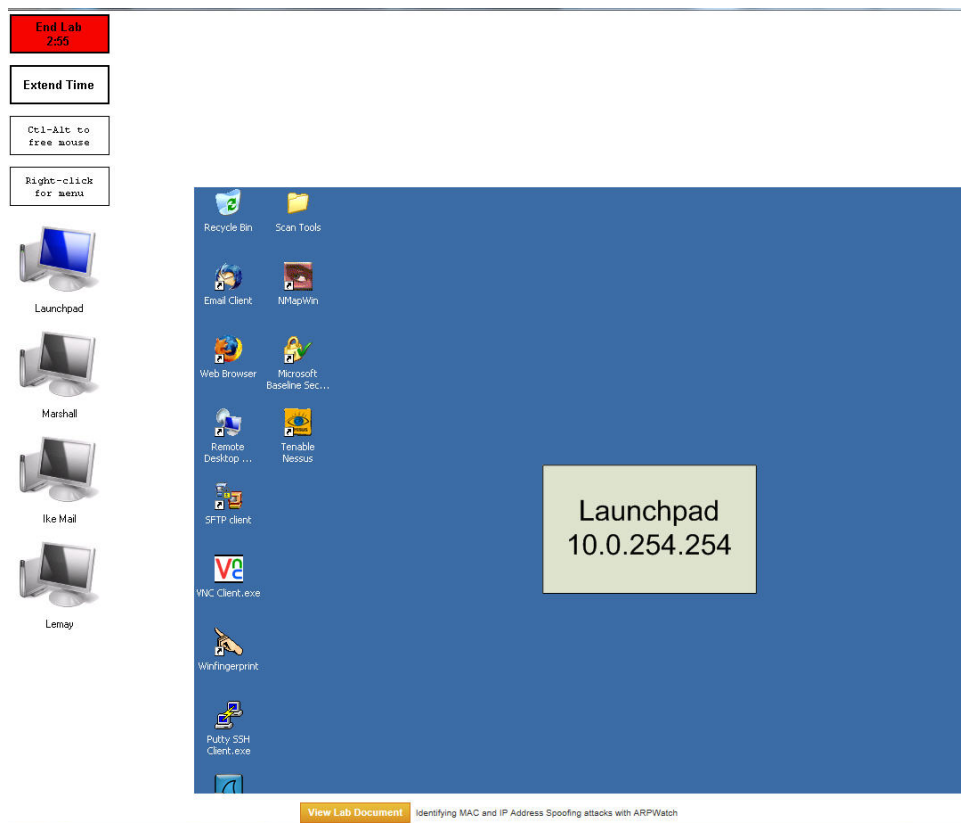
Begin Lab

View Lab Document

- Click *Begin Lab* to start the lab.

Tip: Labs may take a couple minutes to load. You will see the Begin Lab button now indicate *Starting..* as the lab is loading, followed by the VTE Lab Player window detailing status as it loads hosts and configurations.

Once the lab has finished loading, you will be on the desktop of a virtual machine.



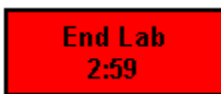
- Click *View Lab Document* to view (or save) the PDF lab document.
- Follow the details within the lab's corresponding manual to complete the lab's objectives.



Lab exercises expire and terminate after 3 hours. You will receive a 5-minute warning message before a lab session ends. There is a one-time-use *Extend Time* button in the top-left corner that will add an additional 30 minutes to the lab expiration time.

Tip: If the Start Menu button is not visible on the virtual machine (as in the screenshot above), right-click on the desired machine icon in the left pane and select refresh. Do not adjust the resolution on the various virtual machines unless specifically directed to do so in the lab instructions.

7. When you are finished with a lab, you must click the red *End Lab* button. This initiates the shutdown processes, closes the Lab Player, and updates course progress accordingly.



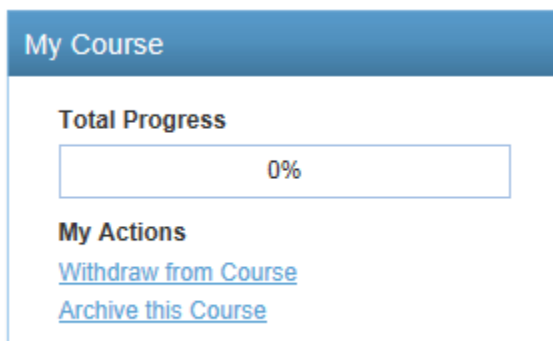
Important: If the lab is terminated automatically or by closing the Lab Player window, the lab will **NOT** be marked as complete in the course outline. You must click the red *End Lab* button for FedVTE to mark your progress as "Complete" after you have finished a lab.



9 MY COURSE ACTION PANEL: COURSE ACTIONS

The *My Course* Action Panel that is available on every course home page:

- Shows your total progress completing the course
- Offers two ways to remove a course from you My Courses tab – Withdraw or Archive



9.1 Withdraw from Course

When you withdraw from a course, you completely remove your enrollment. Your course progress information will not be included within any User, Course, or Community reports. However, your progress through individual content items is preserved. So if you re-enroll in the course in the future, or if you take another course which uses the same content items, your progress will be preserved.

Important: Withdrawing from, and re-enrolling in an already completed course may impact the date displayed on the completion certificate.

9.2 Archive this Course

When you archive a course, you move the course from your My Courses list to your Archived Courses list. This allows you to keep a link to courses that you wish to refer to in the future. All your archived course progress information is stored and also included in reporting.

Tip: Archive courses that you've completed. This ensures they are still included in reporting for yourself and your Community.

To move a course back to your My Courses tab, click the *Archived Courses* tab on your home screen, find the course name, and click *Restore Enrollment*.

Withdraw, archive and restore functions are also available from the course tabs on your user home screen.



10 MY COURSE ACTION PANEL: COURSE FORUMS

Forums are available for each course where users enrolled in the course may post questions or participate in discussions.

Note: An Administrator must first create the course forum for this feature to be available.

To view postings and post your comments to a course forum

1. From the *My Courses* tab, click the course name link for the corresponding forum you would like to access.
2. Click the *View Forum* link in the My Course action panel of the course's home page.

If there are numerous topics in the forum, you can type keywords in the *Search* field to narrow the topics until you find a specific topic.

To create a new forum topic

1. Click the *New Topic* box, enter your topic subject in the Subject field and your comments in the Body field.
2. Click *Create*.

The icons above the Body field allow you to use bold, italics, bulleted or numbered lists, or add a URL in your post.

To reply to a forum topic

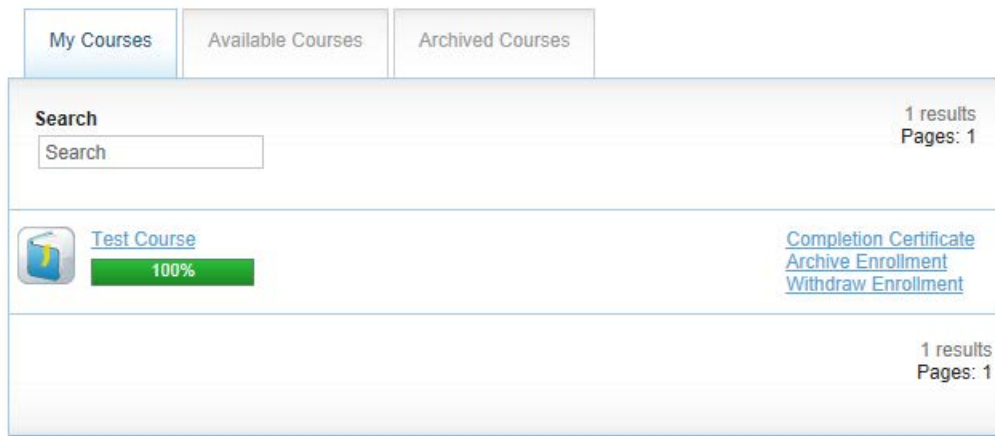
1. Click the topic subject link to bring up the forum reply screen. The forum topic appears at the top of the screen along with the latest posting to this topic.
2. Click *Reply* to post your comments.

11 COURSE COMPLETION CERTIFICATE

Once you have completed all items in a course outline your course progress status will be 100% and a course completion certificate will be available to you.

Note: With some courses, specific passing grades on quizzes may be required.

On the *My Courses* tab, the course you completed will now have a *Completion Certificate* link.



1. Click the *Completion Certificate* link to open the completion certificate. The certificate contains
 - o Your name
 - o The name of the course
 - o The total number of hours for the course
 - o Date of completion
2. To print the certificate, click the *Print* link in the top-right corner.



12 EDITING USER PROFILE AND CHANGING USER PASSWORD

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home screen. On your Dashboard you will find links to view your profile, edit your profile, change your password, view the Quick Start Guide, and generate your course report.



2. Click *View My Profile* on your Dashboard. This will open your My Profile screen that displays your name and community membership. The *Edit My Profile* and *Change Password* links are also available from this page.
3. The *Edit Profile* link will let you edit your name or time zone information.
4. The *Change Password* link will allow you to update your password. You must enter your current password, new password, and new password confirmation that meets the system's complexity requirements.

Tip: Be sure to click *Save Profile* or *Save* when finished updating your profile information or changing your password.

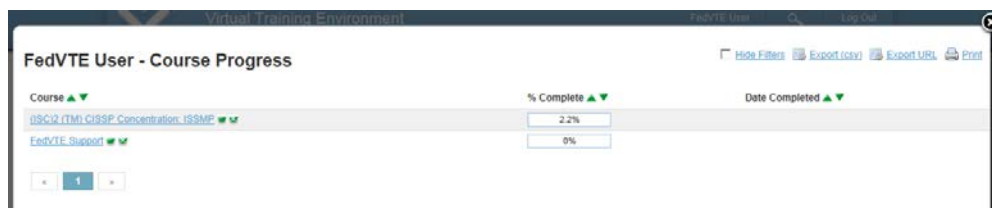
5. The *Quick Start Guide* link allows you to view and/or download the Quick Start guide in PDF format.

13 GENERATING COURSE PROGRESS REPORTS

The *My Course Progress* link under My Reports is used to generate a report detailing your progress in all courses for which you have enrolled.



1. Click the *My Course Progress* link to view the list of courses you are enrolled in and the completion percentage for each. A completion date will be listed for any course you have successfully completed.



This report may be printed or saved as.csv file. An additional option to display/export a direct access URL is also available.

13.1 Course Progress Report Filtering

Filters are available to sort or view report information according to desired criteria.

1. Select the “up” or “down” green triangle next to the Course, % Complete, or Date Completed heading to list and view information according to that respective criteria.

Course ▲ ▼ % Complete ▲ ▼ Date Completed ▲ ▼

2. To EXCLUDE a course from the report, click the green X next to the course name. You may exclude as many courses as desired.

Course ▲ ▼

(ISC)2 (TM) CISSP Concentration: ISSMP ▲ ▼ ✕


FedVTE Support ▲ ▼ ✕



A green X will appear by the Course heading, alerting you that a course(s) has been excluded from this report. Click the green X to restore the course(s) to your report.

X Course ▲ ▼

FedVTE Support 🟢 🟢

Select the  symbol next to a course name if you want ONLY that course to be displayed on your report. Click the green X next to the Course heading to restore all courses to your report.

13.1.1 Content Item Progress Reporting

By clicking a course name from the list of courses in your Course Progress Report, you will be able to view progress information for each content item within a course.

FedVTE User - (ISC)2 (TM) CISSP Concentration: ISSMP - Content Report				Hide Filters	Export (csv)	Export URL	Print
Id ▲ ▼	Name ▲ ▼	% Complete ▲ ▼	Status ▲ ▼				
795 🟢 🟢	ISSMP Course Overview 🟢 🟢	38.5%	Started 🟢 🟢				
854 🟢 🟢	Vulnerability Management 🟢 🟢	0%					
855 🟢 🟢	Resource Management 🟢 🟢	0%					
796 🟢 🟢	Security Management Practices 🟢 🟢	100%	Complete 🟢 🟢				
797 🟢 🟢	Security's Role - Culture, Vision, and Mission 🟢 🟢	0%					
856 🟢 🟢	ISSMP Exam 🟢 🟢	0%					
798 🟢 🟢	Security's Role - Management Support and Commitment 🟢 🟢	0%					
799 🟢 🟢	Security's Role - Board of Dir, Steering Committee 🟢 🟢	0%					
800 🟢 🟢	Security Role - IT, HR, and Legal 🟢 🟢	0%					
801 🟢 🟢	Security's Role - Strategic Alignment 🟢 🟢	0%					
802 🟢 🟢	IS Governance Defined 🟢 🟢	0%					
803 🟢 🟢	IS Governance Goals 1 🟢 🟢	0%					
804 🟢 🟢	IS Governance Goals 2 🟢 🟢	0%					
805 🟢 🟢	Importance of IS Governance 🟢 🟢	0%					
806 🟢 🟢	CIA of Data Systems 🟢 🟢	0%					
807 🟢 🟢	Data Classification and Privacy 🟢 🟢	0%					
808 🟢 🟢	Data Classification and Privacy - Implementations 🟢 🟢	0%					
809 🟢 🟢	Security Policy Framework and Lifecycle 🟢 🟢	0%					
1 2 3 4 5							

As described previously in this section, filtering and exclusion features are available within this report as well as the export and printing functionalities.





14 VIEW A COMMUNITY FORUM

Discussion forums are also available at the community level. These discussions will be visible to any user who is a member of the community.

Note: The Community Manager must first create the community forum for this feature to be available.

1. Click the Virtual Training Environment text in the panel at the top of the screen to return to your user home page.
2. Next to the user icon on the left, click the community name link listed next to My Community:

You will be brought to the community profile page where it details information such as the number of users in the community and number of enrollments. The list of Community Managers for this community is also available by clicking the green arrow next to the *Community Managers* text.

The screenshot shows the top navigation bar with 'Virtual Training Environment', 'FedVTE User', a search icon, and 'Log Out'. Below this is a header for 'VTE System'. The main content area features a group of four people icons, the title 'VTE System', and statistics: '103739 Users (96972 Active, 3585 Locked)', '1241 Communities -- 141595 Course Enrollments -- 11685 Course Completions', and 'system administration community (root)'. A green arrow points to 'Community Managers'. On the right, a 'Community' sidebar contains a 'Community Forum' section with a 'View Forum' link.

3. To access the community forum, click the *View Forum* link in the Community action panel on the right.

The community forums function as the previously described course forums do. You can view, search, and reply to posts, as well as create new discussion topics.



15 CONTACT

To report a problem or provide other feedback, click the *Feedback* link at the bottom of the FedVTE window or send email to FedVTE-FSIHelp@state.gov.

Please detail as much information as possible including the specific system element(s) involved (community, course, content piece, etc.) and any error messages you may have received.